

How FleetCheck can help you meet the requirements of the CHAS Vehicle Compliance Scheme

A white van with a blue stripe and the CHAS logo is driving on a city street. The van is moving from left to right, and the background is blurred to indicate motion. The CHAS logo is prominently displayed on the side of the van.

CHAS®

Vehicle Compliance Scheme (VCS)

Developed with National Highways and Driving for Better Business, the CHAS Vehicle Compliance Scheme takes the headache out of commercial vehicle compliance and helps you raise the safety standards of your vehicle or fleet.

The Scheme is a verified assessment designed to highlight your management of work-related road risks, the safety and roadworthiness of your vehicles, and the competence of your drivers. It provides a comprehensive framework for effective fleet management.

By completing the assessment, businesses can prove they operate at the highest legal standards and embrace best practices in vehicle, fleet and driver safety. This, in turn, increases your ability to prevent road incidents and driver incidents, leading to fewer days lost to employee injury and fewer repairs to vehicles.



How FleetCheck can help

To successfully complete the assessment, you will need to demonstrate that you have efficient and accurate record-keeping systems for a range of information relating to your company policies and your management of both vehicles and drivers and this is where FleetCheck can help.

FleetCheck is the UK's most recommended fleet management system and the only system recommended by CHAS to help members in the Vehicle Compliance Scheme.

The following pages show how FleetCheck can help you meet each element of the VCS assessment.

1 Nominated Person Requirements

How FleetCheck can help

Please provide contact details for the person responsible for your fleet activities

Name:
Title:
Tel:
Email:

Details of the individual(s) with fleet or transport management responsibility can be kept within the staff records section of FleetCheck.

Has the nominated person been informed in writing, of their responsibilities for managing fleet activities?

Job descriptions can be kept within the staff records section of FleetCheck.

Is the nominated person responsible for ensuring any licences and permits are kept current and valid?

Copies of all licences and permits including Operator Licence, waste carrier licence and any parking or entry permits can be stored in FleetCheck along with associated details such as identification of authorised vehicles, operating centre(s), margins available, notified changes to your licence and even renewal dates.

Has the nominated person received relevant training, and where necessary, holds the relevant qualifications to manage a fleet operation?

Any training or qualifications relating to role competency or licence holding can also be stored in the staff records section and alerts set up to notify when renewal becomes due.

Does the nominated person keep up to date with driver and vehicle best practice and legislative requirements?

Record details of any membership to trade bodies under our Accreditation and Membership feature. Training records for individuals can be stored on their profile, including details of course attended.

In addition, FleetCheck users can opt in to receive email notifications for regulatory information and industry best practice to ensure that they are always up to date with the latest legislation and guidance.

Does an organisational chart exist showing chain of command for all staff involved in the management of drivers and vehicles?

An organisational chart can be shared with line managers and drivers through FleetCheck and read receipts recorded to prove communication to relevant staff.

Has a copy of the organisational chart been uploaded?

The organisational chart can be stored in your FleetCheck document centre.

2 Health and Safety Requirements

How FleetCheck can help

Have risk assessments been completed covering the associated risks of lone working and safe vehicle operations?

Policies relating to these risks can be communicated to staff through the FleetCheck Driver app with proof of receipt and acceptance.

Have copies of the relevant risk assessments been uploaded?

Completed risk assessments are stored in your FleetCheck document centre.

Do drivers complete a regular assessment of their driving and risk awareness?

Store details of all driver assessments or training in a driver profile, including date of assessment/training and alerts set for when this will need to be refreshed.

Do drivers receive training relevant to their role, as well as vehicle familiarisation?

Through the FleetCheck Driver app, drivers have access to the award-winning Van Driver Toolkit from the National Highways Driving for Better Business programme.

Has evidence of appropriate and relevant induction/training provided to those who drive vehicles been uploaded?

All training records for each driver or member of staff can be uploaded to FleetCheck for easy access and evidence of training completed.

Are drivers provided with the relevant Personal Protective Equipment, relevant to their role?

Tools, equipment and PPE provided to drivers and staff can be logged in FleetCheck Professional. This includes details of what kit is provided and the date issued.

3 Vehicle Requirements

How FleetCheck can help

Are drivers made aware of the height, length, and width of their vehicle?

Log details of all driver training and induction training in FleetCheck Professional. Important notes can be added to vehicle records to make sure drivers have access to these through the app.

Are drivers made aware of their responsibility to minimise engine idling to avoid disruption to the public, and to reduce fuel waste and unnecessary emissions?

The Van Driver Toolkit included in the FleetCheck Driver app includes information on fuel efficient driving. Further training can be logged in the driver's profile.

Are vehicles fitted with safety features to help prevent collisions with other road users?

Details of any safety equipment fitted to vehicles can be recorded in FleetCheck with summary reports available. Any active or passive safety systems fitted can also be noted in the vehicle profile.

4 Road traffic collisions, breakdowns, incidents, and near-miss Requirements

How FleetCheck can help

Are drivers made aware of the process to report all road traffic collisions, breakdowns, incidents, and near-misses?

Policies can be shared with drivers through the app and proof of receipt and acceptance recorded. Drivers can also report incidents and upload photos to FleetCheck using the app.

Has a copy of the process for recording, investigating, and preventing road traffic collisions, incidents and near-misses been uploaded?

Copies of this process and any associated policies can be stored in your FleetCheck document centre. Additionally, emergency numbers for accident management, glass repair and tyre replacement can all be included in the app.

Are road traffic collisions, breakdowns, incidents, and near-misses recorded and investigated?

Drivers use the FleetCheck Driver app to record any incidents in line with the policy and alerts provided to a manager for subsequent investigation.

Are appropriate actions taken to prevent the cause of the incident causing further repetition?

FleetCheck includes a dedicated "Incidents" section where you can record reports of driver infractions, complaints, fines, collisions and near misses. Here you can keep a full audit of the witnesses/ contributors, dates, costs and any necessary follow up actions.

5 Driving Licence Requirements

How FleetCheck can help

Are driving licences checked at the start of a driver's employment with the company?

FleetCheck provides cost-effective electronic licence checking through our LicenceAssured service with reports viewable in FleetCheck.

Are driving licences checked on at least a 6 monthly basis?

FleetCheck provides cost-effective electronic licence checking through our LicenceAssured service with reports viewable in FleetCheck. Check frequency can be set according to risk or employer requirements.

If applicable, is the DCPC status and validity of specialist qualifications checked on at least a 6 monthly basis?

DCPC training records can be uploaded into the driver profile area and alerts set for checking records or arranging additional training.

Are driving licence checks carried out using a service that directly accesses current Driver and Vehicle Licensing Agency (DVLA) data?

FleetCheck's LicenceAssured service provides a direct link to DVLA with licence data integrated into your FleetCheck account, automatically sending prompts and reminders of licence expirations or revocations.

Are the results of driving licence checks held on file, with restricted access ?

Data from DVLA checks are fed automatically into FleetCheck. Manual checks can also be entered into FleetCheck.
Different levels of access can be applied to different admin users, restricting access to sensitive personal information where necessary.
FleetCheck is accredited to the ISO27001 information security standard.

Has evidence been uploaded confirming that driving licence checks are performed every 6 months?

All driver licence check data is available in FleetCheck driver records whether entered manually or automatically from DVLA. Anomalies are flagged automatically.

6 Health and Wellbeing and 'Fit to Drive' Requirements	How FleetCheck can help
Is driver's positive mental health and wellbeing promoted within the company?	Details of any driver awareness training can be recorded in the driver's profile.
Do drivers who regularly work more than 3 hours between the hours of 11pm and 6am get offered a free health assessment?	Results of any health assessments can be recorded in the driver's profile.
Do drivers complete a health and fitness declaration, on at least a 6 monthly basis?	Results of any health and fitness declarations can be recorded in the driver's profile.
Are drivers reminded of the requirement to inform their manager of any change in health or eyesight condition that affects their ability to drive safely?	Reminders can be sent to drivers through the FleetCheck Driver app.
Are drivers reminded of the requirement to notify DVLA about medical conditions that can affect their driving ability?	Reminders can be sent to drivers through the FleetCheck Driver app.
Are appropriate steps taken to prevent driving whilst under the influence of drink and drugs (including prescribed medication)?	The FleetCheck Driver app contains a daily 'fit to drive' declaration. Drug and alcohol policies can be stored in the FleetCheck document centre. Details of any testing or screening should be recorded in the driver's profile.
Has a copy of your drugs and alcohol policy or statement been uploaded?	This should be uploaded to your FleetCheck document centre.
Have you uploaded evidence of carrying out regular "fit to drive" checks?	The FleetCheck Driver app contains a daily 'fit to drive' declaration.
Are checks carried out at the start of a driver's employment to ensure they meet the minimum eyesight requirements?	The results of these checks can be recorded in the driver profile.
Is a driver's eyesight check carried out after involvement in a blameworthy road traffic collision, if applicable?	The results of these checks can be recorded in the driver profile.

7 Working Hours Requirements	How FleetCheck can help
Is a working hours policy in place to make sure drivers are adequately rested between shifts?	This is a legal requirement and should be stored in the FleetCheck document centre along with other policies.
Have you uploaded evidence of how you monitor and manage working hours entitlement?	Company policies should be stored in the FleetCheck document centre along with other policies. Individual driver entitlement information should be stored in the driver's profile.

8 Safety Standards Requirements	How FleetCheck can help
Is a company Driving at Work policy in place, stating the standards of driving expected and the requirement to comply with rules of the road?	This should be stored in the FleetCheck document centre. Additionally, receipt and acceptance can automatically be recorded in the driver's profile to demonstrate acceptance.
Have you uploaded a copy of your Driving at Work policy?	This should be stored in the FleetCheck document centre. Additionally, receipt and acceptance can automatically be recorded in the driver's profile to demonstrate acceptance.
Are drivers issued with, or have access to a current copy of the Highway Code?	Distribution should be recorded in the driver's profile. Additionally, the app includes valuable safe driving information from the award-winning Van Driver Toolkit from the National Highways Driving for Better Business programme.

9 Use of Seatbelts and Devices Requirements	How FleetCheck can help
Is a company policy in place, on the requirement to wear a seat belt whilst driving?	This should be stored in the FleetCheck document centre along with other policies. Additional relevant safety advice is included in the van driver toolkit.
Has a copy of your policy covering the wearing of a seat belt whilst driving been uploaded?	This should be stored in the FleetCheck document centre along with other policies.
Is a company policy in place, on the use of hand-held electronic devices whilst driving?	This should be stored in the FleetCheck document centre along with other policies. Additional relevant safety advice is included in the van driver toolkit.
Has a copy of your policy covering the use of electronic devices whilst driving, been uploaded?	This should be stored in the FleetCheck document centre along with other policies.
Are drivers made aware that the placement of windscreen devices should not impede their clear vision of the road ahead?	Training information should be recorded in the driver profile. Additional relevant safety advice is included in the van driver toolkit.
Where mobile sat-navs are used, are they appropriate for the size and type of vehicle being used in?	Details of any checks can be recorded in either the driver or vehicle profile.
10 Access to Vehicles Requirements	How FleetCheck can help
Are records kept on file, identifying the driver for any vehicle, at any time?	All drivers can be allocated to specific vehicles within FleetCheck. Where multiple drivers have access to the same vehicle, a policy should be in place to determine who was driving at any one time.
Have you uploaded evidence to confirm how you identify the driver of each vehicle at any time?	This should be stored in the FleetCheck document centre along with other policies.
11 Vehicle Records Requirements	How FleetCheck can help
Have you uploaded confirmation of vehicle taxation records?	FleetCheck can pull vehicle tax data through directly from DVLA.
Have you uploaded a copy of current and valid motor insurance certificate?	Fleet insurance certificates can be uploaded to the document centre. Personal insurance certificates for grey fleet drivers can be stored in vehicle records.
Where required, have all vehicles have passed a MOT test?	FleetCheck can pull MOT data through directly from DVSA.
Have you uploaded copies of confirmation of valid MOT certificates?	Copies of MOT certificates, including any advisory notes, can be uploaded to the vehicle record.
Are maintenance activities pre-planned and performed as per a maintenance plan?	Maintenance activities can be forward planned using the built-in 12-month maintenance planner with alerts when activities become due.
Are regular walk around checks carried out on vehicles before they are used, and records kept?	Vehicle pre-use checks can be conducted using the FleetCheck Driver app, records are stored on FleetCheck.
Are drivers able to promptly report and record vehicle defects?	Drivers can complete paperless walkaround checks using the FleetCheck Driver app including notes and pictures of defects and/or damage. Reports are uploaded immediately to FleetCheck.

12 Vehicle Appropriateness Requirements

How FleetCheck can help

Are vehicles in use the right size, load capability and carrying the correct equipment required?

Vehicle dimensions and weight limits (including towing limits) can be stored in the vehicle record.

Where required, vehicles are fitted with specialist equipment such as tail lifts and tow bars?

Details of additional equipment can be recorded in the vehicle record. Additional driver training provided for such specialist equipment should be entered in the driver record.

Are bulkheads in vehicles strong enough to retain 100% of the load being carried?

Record vehicle bulkhead details in the FleetCheck vehicle record.

Have you uploaded evidence to confirm that drivers are aware of the requirement to comply with safe and legal vehicle loading?

Policies should be stored in the FleetCheck document centre. Training information should be recorded in the driver profile. Additional relevant safety advice is included in the van driver toolkit.

13 Speed and Speed Limit Requirements

How FleetCheck can help

Are vehicle speeds limited to a maximum of 70 mph?

Details of speed restrictors can be recorded in the vehicle profile.

Are drivers informed of the speed limits for the type and size of vehicle that they are required to drive?

Training information should be recorded in the driver profile. Additional relevant safety advice is included in the van driver toolkit.

Have you uploaded evidence confirming that drivers are required to comply with speed limits?

This should be included in your driving for work policy. If distributed through the app, proof of receipt and acceptance can be recorded automatically in FleetCheck.

14 Weight and distribution of loads and equipment Requirements

How FleetCheck can help

Are equipment, tools and goods in a vehicle securely fastened to prevent movement during transit?

Driver training for safe and secure loading should be recorded in the driver profile. Additional relevant safety advice is included in the van driver toolkit.

Are only qualified and competent drivers permitted to drive vehicles that tow trailers?

Any driver training for towing should be recorded in the driver profile. Additional relevant safety advice is included in the van driver toolkit.

Are drivers made aware of where to find the vehicle's maximum load capacity?

Notes to this effect can be added in the vehicle record and also stored in FleetCheck Driver for driver access.

Do drivers have access to vehicle weighbridges/weighing equipment to check vehicle and load weights?

Locations of weighing equipment and policies/procedures to ensure safe loading can be stored in the FleetCheck document centre.

Is load securing equipment appropriate for the type of vehicle and goods in use?

Load securing equipment and safe use instructions can be stored in FleetCheck Driver for driver access.

Have you uploaded evidence to confirm all vehicles used to carry external loads are equipped with suitable equipment to ensure they are carried in a secure and safe manner?

Load securing equipment and safe use instructions can be stored in FleetCheck Driver for driver access.